



The Corporation of the City of Stratford
Infrastructure, Transportation and Safety Committee
Open Session
AGENDA

Date: Monday, June 12, 2023

Time: 7:15 P.M.

Location: Council Chamber, City Hall

Committee Present: Councillor Burbach - Chair Presiding, Councillor Nijjar - Vice Chair, Mayor Ritsma, Councillor Beatty, Councillor Biehn, Councillor Briscoe, Councillor Henderson, Councillor Hunter, Councillor McCabe, Councillor Sebben, Councillor Wordofa

Staff Present: Tatiana Dafoe - City Clerk, Taylor Crinklaw - Director of Infrastructure and Development Services, John Paradis - Fire Chief, Karmen Krueger - Director of Corporate Services, Kim McElroy - Director of Social Services, Tim Wolfe - Director of Community Services, Anne Kircos - Director of Human Resources, Jodi Akins - Council Clerk Secretary

To watch the Committee meeting live, please click the following link:

<https://video.isilive.ca/stratford/live.html>

A video recording of the meeting will also be available through a link on the City's website

<https://calendar.stratford.ca/meetings> following the meeting.

Pages

1. Call to Order

The Chair to call the Meeting to Order.

2. Disclosure of Pecuniary Interest and the General Nature Thereof

The *Municipal Conflict of Interest Act* requires any member of Council declaring a pecuniary interest and the general nature thereof, where the interest of a member of Council has not been disclosed by reason of the member's absence from the meeting, to disclose the interest at the first open meeting attended by the member of Council and otherwise comply with the *Act*.

Name, Item and General Nature of Pecuniary Interest

3. Sub-committee Minutes

5 - 10

Sub-committee minutes are attached for background regarding the discussion held at the May 24, 2023 Sub-committee meeting.

4. Delegations

4.1 Request for Delegation by Jenna McNamara

Jenna McNamara, on behalf of a few neighbours, has requested to address Committee with respect to Item 5.1 on this agenda, "Request for Noise Control By-law Exemption - Jubilee Stratford (ITS23-017)".

They will be requesting that Committee deny the request for exemption from the following provision of the Noise Control By-law:

- The operation of loudspeakers and amplification of sound [Schedule 2 Clause 2].

Motion by

THAT the delegation by Jenna McNamara be heard.

5. Report of the Events Coordinator

5.1 Request for Noise Control By-law Exemption - Jubilee Stratford (ITS23-017)

11 - 13

Motion by

Staff Recommendation: THAT approval be given to the event organizers at Jubilee Stratford located at 707 Downie Street for an exemption to Noise Control By-law 113-79 for the outdoor Sunday Service every Sunday from 10:00 a.m. to 1:00 p.m. commencing Sunday, July 2, 2023, until Sunday, September 3, 2023, and for an additional service on Sunday, August 6, 2023 from 6:00 p.m. to 10:00 p.m., from the following provisions:

- Unreasonable noise [Schedule 1 clause 8],
- The operation of loudspeakers and amplification of sound [Schedule 2 Clause 2].

6. Report of the Supervisor of Waste Operations

6.1 Master Service Agreement and Statements of Work between City of Stratford and Circular Materials (CMO) for Blue Box Services from May 1, 2024 to December 31, 2025 (ITS23-016)

14 - 25

Motion by

Staff Recommendation: THAT The Corporation of the City of Stratford enter into an agreement with Circular Materials Ontario for the City of Stratford to be the service provider for Blue Box program recycling services for the Transition Period of May 1, 2024, to December 31, 2025;

AND THAT the Mayor and City Clerk, or their respective delegates, be authorized to sign the necessary agreement.

7. Sub-committee Recommendation

7.1 Request for Delegation by Jason Azevedo and Melanie Hepburn

26 - 35

Jason Azevedo and Melanie Hepburn requested to address Sub-committee to ask for a by-law to be prepared which would allow them to operate their business in Stratford. This request relates to Ontario Regulation O. Reg 411/22 under the Highway Traffic Act. Under this Ontario Regulation, municipalities can participate in Pilot Programs which permit the operation of large quadricycles on roads.

Motion by

Sub-committee Recommendation: THAT staff prepare a report regarding the use of large quadricycles on City streets for consideration by Sub-committee.

8. For the Information of Committee

8.1 Department Update

36 - 40

The Director provided an update on department activities and ongoing projects. The update in its entirety is attached to this agenda.

8.2 Advisory Committee/Outside Board Minutes

41 - 58

The following Advisory Committee/Outside Board minutes are provided for the information of Committee:

- Accessibility Advisory Committee minutes of April 4, 2023
- Active Transportation Advisory Committee minutes of March 22, 2023
- Energy and Environment Advisory Committee minutes of April 6, 2023

9. Adjournment

Meeting Start Time:

Meeting End Time:

Motion by

**Committee Decision: THAT the Infrastructure, Transportation and Safety
Committee meeting adjourn.**



The Corporation of the City of Stratford Infrastructure, Transportation and Safety Sub-committee MINUTES

Date: May 24, 2023

Time: 4:30 P.M.

Location: Council Chamber, City Hall

Sub-committee Present: Councillor Burbach - Chair Presiding, Councillor Nijjar - Vice Chair, Councillor Beatty, Councillor Hunter, Councillor McCabe

Staff Present: Taylor Crinklaw - Director of Infrastructure and Development Services, John Paradis - Fire Chief, Jodi Akins - Council Clerk Secretary, Chris Bantock - Deputy Clerk

Also present: Melanie Hepburn and Jason Azevado

1. **Call to Order**

The Chair called the Meeting to Order.

Land Acknowledgment

Moment of Silent Reflection

2. **Disclosure of Pecuniary Interest and the General Nature Thereof**

The *Municipal Conflict of Interest Act* requires any member of Council declaring a pecuniary interest and the general nature thereof, where the interest of a member of Council has not been disclosed by reason of the member's absence from the meeting, to disclose the interest at the first open meeting attended by the member of Council and otherwise comply with the *Act*.

Name, Item and General Nature of Pecuniary Interest

No disclosures of pecuniary interest were made by a Member at the May 24, 2023, Infrastructure, Transportation and Safety Sub-committee meeting.

3. Delegations

3.1 Request for Delegation by Jason Azevedo and Melanie Hepburn

Jason Azevedo and Melanie Hepburn requested to address Sub-committee to ask for a by-law to be prepared which would allow them to operate their business in Stratford. This request relates to Ontario Regulation O. Reg 411/22 under the Highway Traffic Act. Under this Ontario Regulation, municipalities can participate in Pilot Programs which permit the operation of large quadricycles on roads.

Motion by Councillor Hunter

Sub-committee Decision: THAT the delegation by Jason Azevedo and Melanie Hepburn be heard.

Carried

Sub-committee Discussion: Jason Azevedo and Melanie Hepburn, referring to a PowerPoint presentation, provided the following information to Sub-committee:

- an explanation of their business idea consisting of pedal bike tours using a large quadricycle (party bike);
- how each tour would work, including the length of time, how the bikes work and noting that the host will provide local knowledge along the way;
- stops will have local experiences or products to share;
- they are looking to purchase a party bike that has a motor for battery powered assistance;
- examples of a pub crawl and coffee crawl were provided;
- they will try to stay away from main routes to avoid traffic and congestion but are wanting to make them scenic and are dependent on stops chosen;
- the bike will be stored at their home when not in use; and

- they understand there are by-laws in place that currently prohibit this type of operation but that there is a provincial pilot project in place that municipalities can opt into.

In response to questions from Sub-committee, Mr. Azevado advised:

- participants are not in control of stopping or starting the bike, the driver (host) controls those functions;
- there will be no drinking of alcohol on the bike;
- they will partner with local businesses on where they can stop the bike out of the way of traffic while participants are at stops on a tour by tour basis;
- they would have to look into what speed the bike can get up to; and
- London and Niagara on the Lake have these types of businesses operating.

The Director of Infrastructure and Development Services advised of the following:

- there being a fair amount of background work for staff to complete to make sure the operation remains in compliance with all relevant by-laws and legislation, including the Noise Control By-law, Traffic and Parking By-law, Highway Traffic Act, as well as procedures on how it would operate within the City;
- this item not being included in the 2023 work plan and trying to meet an expectation for operation this summer may not be feasible;
- it being the Director's expectation that this would be a licensed business;
- many stakeholders being involved as it is a bit of a complicated request; and
- not being aware of any previous discussion about multi-rider bikes such as those used for charity rides.

Motion by Councillor Hunter

Sub-committee Recommendation: THAT staff prepare a report regarding the use of large quadricycles on City streets for consideration by Sub-committee.

Carried

4. Department Update

Sub-committee Discussion: The Director of Infrastructure and Development Services advised that the detailed update will be listed on the June 12, 2023, Infrastructure, Transportation and Safety Committee agenda. The following highlights were provided:

- 2022 sidewalk projects are nearly complete, including John Street;
- asphalt resurfacing tender pricing, including Ontario Street and John Street, was good;
- staff are preparing a report for the June 12, 2023, Council meeting to expand how much surfacing work can be done this year;
- a new Supervisor of Environmental Services started this week and staff have already seen improvements in addressing storm water operations;
- the new Supervisor hired was from the Ontario Clean Water Agency (OCWA) leaving a vacancy at the Water Pollution Control Plant (WPCP);
- an extra OCWA staff member has been requested to ensure legislative requirements are met at the WPCP;
- the first Household Hazardous Waste event was very successful with over 650 vehicles participating;
- staff will be looking at how service levels at the Household Hazardous Waste event can be improved in future as there were long waits;
- recycling services for residents will be transitioning to extended producer responsibility, beginning in 2024;
- staff received contract terms and are reviewing to best meet Stratford's needs;
- staff will be bringing forward a report to discuss operational needs during the transition period to extended producer responsibility;

- staff are looking to maintain the existing collection provider, so there should not be too many disruptions to residents, however, consideration is currently being given to meeting the needs of industrial and commercial operations;
- the asphalt plant is open, and staff can stop using cold mix for potholes and switch to using asphalt;
- catch basin cleaning has started and the machine creates a high-pitched whining which cannot be prevented;
- for catch basin cleaning operations, staff are operating within the Noise Control By-law provisions;
- a full circuit of street sweeping has been completed and will continue through the season; and
- Environmental Services will have a few facilities open to the public, and who are welcome to attend, on Friday, May 26, 2023, in celebration of Public Works week.

In response to questions from Sub-committee, the Director advised of the following:

- paving for Huron Street is expected to be completed in June, including the relocation of a temporary wooden pole; and
- with respect to the Pride crosswalk, Stratford Pride had arranged for a contractor to remove the current product and have it temporarily painted; and
- Stratford Pride will be a delegate at the June 12, 2023, Regular Council meeting to discuss a more permanent solution for the Pride crosswalk.

5. Advisory Committee/Outside Board Minutes

The following Advisory Committee/Outside Board minutes were provided for the information of Sub-committee:

- Accessibility Advisory Committee minutes of April 4, 2023
- Active Transportation Advisory Committee minutes of March 22, 2023
- Energy and Environment Advisory Committee minutes of April 6, 2023

6. Next Sub-committee Meeting

The next Infrastructure, Transportation and Safety Sub-committee meeting is June 28, 2023, at 4:30 p.m. in the Council Chamber, City Hall.

7. Adjournment

Motion by Councillor Beatty

Sub-committee Decision: THAT the Infrastructure, Transportation and Safety Sub-committee meeting adjourn.

Carried

Meeting Start Time: 4:30 P.M.

Meeting End Time: 4:48 P.M.



MANAGEMENT REPORT

Date: June 12, 2023
To: Infrastructure, Transportation, and Safety Committee
From: Heather Denny, Events Coordinator
Report #: ITS23-017
Attachments: None

Title: Request for Noise Control By-law Exemption - Jubilee Stratford

Objective: To consider the request from Jubilee Stratford at 707 Downie Street for an exemption from Noise Control By-law 113-79 for an outdoor Church Service every Sunday from 10:00a.m. to 1:00p.m. commencing Sunday, July 2, 2023 until Sunday, September 3, 2023 with the exception of an additional outdoor service on Sunday, August 6, 2023 from 6:00p.m. to 9:00p.m.

Background: Noise by-laws are designed to reduce and control both unnecessary and excessive sound which can be a nuisance and generally degrade the quality and peacefulness of neighbourhoods. The Noise By-law identifies different rules and restrictions for noise based on 4 geographical areas throughout the city known as zones (Quiet zone, Residential zone, Commercial zone, Park zone).

The production, reproduction or amplification of sound is one of the sounds regulated by Noise Control By-law 113-79. The nature of this event would include the aforementioned sounds.

Any exemption to the Noise By-law 113-79 is subject to Council review and final decision.

Analysis: This event will be located at Jubilee Stratford at 707 Downie Street and event organizers are requesting an exemption to Noise Control By-law 113-79 in a Residential zone.

The intent of this noise exemption request from 10:00a.m. to 1:00p.m. every Sunday, from Sunday, July 2, 2023 to Sunday, September 3, 2023 with an exception for an additional service on Sunday, August 6, 2023 from 6:00p.m. to 9:00p.m., in a Residential zone, is to;

- Permit the noise produced by the event.

- Permit the operation of loudspeakers and amplification of sound for music played.

Impacts to Noise Control By-law 113-79 in a Residential Zone

Below are the schedules and clauses within the Noise By-law applicable to this event.

Schedule 1, Clause 8 – “Unreasonable noise provision.”

Schedule 2, Clause 2 – “The operation of any electronic device or group of connected electronic devices incorporating one or more loudspeakers or other electro-mechanical transducers, and intended for the production, reproduction, or amplification of sound.”

Prohibited all day Sundays and Statutory Holidays, and from 5pm of one day to 7am next day.

Notice of Intent to Neighbouring Residents

A notice of the noise exemption request was issued in the Town Crier, and the organizers have hand delivered 92 notices to residents within 120m of the event location. The deadline for comments due back to staff and organizers was Wednesday, May 30th. To date, three responses have been received. One response expressing no concerns with the event and two responses opposing the exemption due to the recurring nature of the event using amplified sound.

Financial Implications: There are no financial implications as a result of this report.

Alignment with Strategic Priorities:

Strengthening our Plans, Strategies and Partnerships

Partnering with the community to make plans for our collective priorities in arts, culture, heritage and more. Communicating clearly with the public around our plans and activities.

Alignment with One Planet Principles:

Health and Happiness

Encouraging active, social, meaningful lives to promote good health and wellbeing.

Culture and Community

Nurturing local identity and heritage, empowering communities and promoting a culture of sustainable living.

Staff Recommendation: THAT approval be given to the event organizers at Jubilee Stratford located at 707 Downie Street for an exemption to Noise Control By-law 113-79 for the outdoor Sunday Service every Sunday from 10:00 a.m. to 1:00 p.m. commencing Sunday, July 2, 2023, until Sunday, September 3, 2023, and for an additional service on Sunday, August 6, 2023 from 6:00 p.m. to 10:00 p.m., from the following provisions:

- **Unreasonable noise [Schedule 1 clause 8],**
- **The operation of loudspeakers and amplification of sound [Schedule 2 Clause 2].**

Prepared by:

Heather Denny, Events Coordinator

Recommended by:

Brad Hernden, Manager of Recreation and Marketing

Joan Thomson, Chief Administrative Officer



MANAGEMENT REPORT

Date: June 12, 2023
To: Infrastructure, Transportation and Safety Committee
From: Emily Skelding, Supervisor of Waste Operations
Report #: ITS23-016
Attachments: Management Report: Blue Box Services with Circular Materials July 27, 2022

Title: Master Service Agreement and Statements of Work between City of Stratford and Circular Materials (CMO) for Blue Box Services from May 1, 2024 to December 31, 2025

Objective: To inform Council of the Master Service Agreement and Statements of Work reviewed and negotiated between CMO Materials and City Staff, and to have Council enter into an agreement with CMO Materials for the transition period to full producer responsibility from May 1, 2024 to December 31, 2025.

Background: In early 2019, the Ontario Minister of the Environment, Conservation and Parks directed a transition of the management of the Blue Box program from shared municipal and producer responsibility to full producer responsibility by 2026. All municipalities in Ontario are to be transitioned in different phases between July 1, 2023, to December 31, 2025. The City of Stratford's transition period begins May 1, 2024, and ends December 31, 2025.

During the transition period, the City will be working with CMO, a not-for-profit organization representing producers of recyclable material, to maintain existing collection services as outlined in the attached Management Report from July 27, 2022.

During transition, the City would become a contractor for CMO through a Master Service Agreement. The City would continue to subcontract collection services for curbside collection, operate the recycling depot at the landfill, and promote the Blue Box program to residents. CMO will cover the costs of the collection, processing, and program promotion for eligible sources. An "eligible source" includes residential dwellings, multi-residential buildings, public spaces, schools, retirement and nursing homes. The City would continue to be responsible for covering the Blue Box program costs of non-eligible sources, mainly commercial and industrial businesses.

Analysis:

Master Service Agreements and Statement of Works

CMO released their proposed Master Service Agreement (MSA) and supplemental Statements of Work (SOWs) for the City of Stratford mid-April 2023, with a deadline to finalize agreements by the end of June 2023. City staff have reviewed the MSA and SOWs in detail, have maintained regular correspondence with CMO throughout the process, have shared the documents with the City's solicitor for review and comment, and have requested adjustments to the agreement to better reflect Stratford's needs.

The Master Service Agreement contains overarching terms and conditions that apply to each of the Statement of Work. There are separate SOWs for each area of business for the Blue Box program: curbside collection, depot collection, and community promotion and education. Key aspects of CMO's MSAs and SOWs for the City of Stratford during the transition period are outlined below.

Key aspects of CMO's MSAs and SOWs for the transition period

- Master Service Agreement: General Conditions – Contains overarching terms and conditions including, but not limited to, obligations of the City and CMO, compensation, contingency, insurance, and applicable laws and permits.
- Statement of Work: Curbside and Public Space Recycling Collection – Outlines the responsibility of the City to provide and maintain through subcontractor, service for curbside collection during transition. The City is responsible for service standards, specifications, and service levels; even if City Contractor provides this service under an existing waste collection agreement. CMO will provide compensation for costs associated with curbside and public space recycling of eligible sources.
- Statement of Work: Depot Collection Service – This includes operation of the recycling depot located at the 777 Romeo Street landfill. The City would be responsible for staffing, bin service, and segregation of eligible and non-eligible sources during transition. CMO will provide compensation for depot costs associated with eligible sources.
- Statement of Work: Promotion and Education (P&E) – The City is responsible for the promotion and educational materials for the Blue Box program during transition, and is provided with compensation to cover these costs.

During review, City staff found minor administrative revisions and required some clarification on terms in both the Master Service Agreement and the Statements of Work. Overall, there were no major concerns found in the agreement's documents. The agreement outlines how service would remain relatively the same during the transition period, with the costs of the Blue Box program for eligible sources being covered by

CMO. Slight service adjustments may be required at the City's depot and for small business that primarily serve the downtown core.

The City's Solicitor review identified that the agreement's language largely favours CMO and enables them to have more control over how the contract is facilitated. For example, the contract requires various collection targets to be achieved and that they will not be responsible for issues that may arise out of the City's contract with Canada Waste Management (CWM). The City has similar language built into its contract with CWM and in doing so provides the City with similar protections. The agreement also restricts the City making any changes during the 20-month contract covering the transition period. The main difficulty Staff see occurring during this transition is uninterrupted servicing of non-eligible sources, which CWM is providing as a courtesy as it is not one of their legislated requirements. Staff may have to provide additional support during the transition period to maintain services for some of the non-eligible sources.

Executing the agreement with CMO for the transition period leading up to 2026, will ensure consistent and stable collection services for residents and businesses. Staff will use this time to engage the public, industry and Council, to determine desired services post transition. Upon confirming desired services Staff will work to determine how such services can be provided and the associated costs for Council consideration. It is anticipated that associated workplan will be presented as part of 2024 budget deliberations.

Circular Materials (CMO) Master Service Agreement and Statement of Works

The overarching terms and conditions for compensation are outlined in the Master Service Agreement, this includes required documents the City must provide to receive payment, taxes, price adjustments, interest, limited liabilities, and other requirements. The Statements of Work detail the compensation for each area of business:

- Statement of Work: Curbside and Public Space Recycling Collection- CMO will compensate on a per stop basis for an estimated total of \$1,700,000 for the transition period for eligible sources. If applicable, this will be adjusted monthly to include fuel and non-fuel prices adjustments such as CPI.
- The City would cover the collection costs of non-eligible sources and pay \$200 per tonne for the processing costs. If applicable, the processing costs estimated at \$65,000 for the transition period, may be adjusted monthly to include non-fuel price adjustments and would be funded through the tax levy.
- Any new non-eligible stops after May 1, 2024, won't be allowed collection services under the agreement. Staff would be required to make arrangements to maintain service for those new locations during the transition period. The number of new stops is anticipated to be low.

- Based on the City's existing collection and processing Contract, the estimated cost for the collection is \$1,720,000 for the transition period, which includes collection of non-eligible sources.
- The estimated net costs for recycling services for 2023 is \$481,000, which will be funded from the tax levy as budgeted.
- Statement of Work: Depot Collection- CMO will compensate the City \$102,860 for the period of transition to cover bin service and operation of the depot related to eligible source Blue Box materials. This proposed funding is considered fair and reasonable as it exceeds service contract costs for bin collection and is anticipated to cover the associated Staff time needed to provide that service. If applicable, the costs would be adjusted monthly to include fuel and non-fuel adjustments. The City would cover the depot costs of non-eligible sources and pay \$200 per tonne for the processing costs.
- Statement of Work: Community Promotion and Education - CMO will compensate the City \$1.50 multiplied by the total number of households listed in Exhibit 2, equal to approximately \$28,100 for the transition period for community promotion and education of the Blue Box program.
- Applying past practices Staff anticipate spending approximately \$10,000 for community promotion and education. Due to transition requirements this may be a bit higher to meet CMO's expectations.

Summary

In this report Staff are requesting that the Mayor and Clerk be authorized to execute the agreement with CMO to maintain existing recycling collection services up until December 31, 2025. Supporting this requires means a minimal impact to residents and business for the transition, it would avoid elevated costs (Upwards of \$490,000) to break the City's existing collection Contract, costs recovery from CMO is fair and reasonable based on legislation, and gives Staff and residents time to adjust to new service expectations coming after transition.

The Master Service Agreement and the Statements of Work for the Blue Box program maintain existing services and corresponding collection contracts between May 1, 2024, to December 31, 2025. The costs for the collection and processing of eligible sources will be covered by CMO during transition, seeing a significant reduction in costs to the City. The costs to maintain services considered non-eligible, mainly commercial, and industrial, are estimated at \$65,000 for the transition period of May 1, 2024, to December 31, 2025. This is relatively low as these sources only represent a small fraction (~6%) of the overall collected material. Service adjustments to small businesses may be required during the transition period to ensure service is maintained, which will need to be facilitated by Staff.

Financial Implications:

Financial impact to current year operating budget:

No impact anticipated to the current year operating budget.

Financial impact on future year operating budget:

Starting May 1, 2024, the City anticipates a significant reduction in recycling services' operating costs. The collection and processing of eligible sources will be covered by CMO, and the City would be responsible for covering the costs of Blue Box materials from non-eligible sources. Expenses for recycling collection and processing are greater than revenue generated for the sale of recyclable material. All revenue generated from the sale of recyclable material will be collected by CMO to help offset their costs.

In 2023, the budgeted net cost funded by the tax levy to operate the Blue Box program is \$481,000. In 2024 and 2025, the net costs are anticipated to be \$185,000 and \$40,000 respectively. Post 2026 these costs may increase above \$40,000, if Council decides service levels are to remain the same as CMO will not be required to support services for businesses and industry.

Not proceeding with this Contract with CMO would come with a contractual penalty of up to \$490,000 including HST for early termination of the City's waste collection contract.

Link to asset management plan and strategy:

No change to asset management expected during transition period.

Legal considerations:

The City's Solicitor review identified that the agreement's language largely favours CMO and enables them to have more control over how the contract is facilitated. The language put in place by CMO is respectively included in the City's contract with our collections contractor CWM, ensuring that the City is largely covered for any issues or incidents that could arise.

Alignment with Strategic Priorities:

Developing our Resources

Optimizing Stratford's physical assets and digital resources. Planning a sustainable future for Stratford's resources and environment.

Widening our Economic Opportunities

Strengthening Stratford's economy by developing, attracting and retaining a diversity of businesses and talent.

Alignment with One Planet Principles:

Material and Products

Using materials from sustainable sources and promoting products which help people reduce consumption.

Zero Waste

Reducing consumption, reusing, and recycling to achieve zero waste and zero pollution.

Staff Recommendation: THAT The Corporation of the City of Stratford enter into an agreement with Circular Materials Ontario for the City of Stratford to be the service provider for Blue Box program recycling services for the Transition Period of May 1, 2024, to December 31, 2025;

AND THAT the Mayor and City Clerk, or their respective delegates, be authorized to sign the necessary agreement.

Prepared by:	Emily Skelding, Supervisor of Waste Operations
Recommended by:	Taylor Crinklaw, Director of Infrastructure and Development Services
	Joan Thomson, Chief Administrative Officer



MANAGEMENT REPORT

Date: July 27, 2022
To: Infrastructure, Transportation and Safety Sub-committee
From: Adam Ryan, Manager of Public Works
Report #: ITS22-021
Attachments: None

Title: Blue Box Services with Circular Materials Ontario for the Transition Period of May 1, 2024 to December 31, 2025

Objective: To inform Council of Blue Box Program transition development towards an Extended Producer Responsibility system, and to advise Council of the intended approach for Blue Box services during the transition period of May 1, 2024, to December 31, 2025.

Background:

Update on the Blue Box Program transition to producer responsibility and recent amendment to the Regulation

It is noted that staff and other Ontario municipal jurisdictions have long been supportive of the provincial transition to full producer responsibility in that a province-wide common collection system would:

- enhance and standardize the list of Blue Box materials,
- provide high, progressive, and enforceable diversion targets, and
- remove the financial burden of the Blue Box Program from municipalities, shifting it to producers who are responsible for the design and production of packaging.

The draft Blue Box Regulation was finalized by the province on June 3, 2021, but was subsequently amended on April 13, 2022. The province indicated the amendment will not impact the Regulation's outcomes and will not affect the timeline for municipal transition; they therefore did not post the amendment for public comment.

The amendment (O. Reg. 349/22) made the following key changes to the initial Regulation (O. Reg. 391/21):

- Removed the allocation table requirement, that identified which Producer/Producer Responsibility Organization (PRO) would be responsible for

Blue Box Programs in which municipalities and removed the requirement for the PROs to develop rules for the producer led Blue Box Program.

- Made each producer responsible for meeting collection requirements from eligible sources (single-family homes, seasonal homes, current multi-residential buildings, schools, specified retirement and long-term care homes and specified public spaces).
- Required PROs representing the majority (over 66%) of Blue Box tonnage to provide a report on how they will establish a province-wide collection system to the regulator Resource Recovery and Productivity Authority (RPRA). The report will include how the PROs will establish and operate the collection system, how they will make collected material available for processing and where, and how they will provide promotion and education.
- Exempted newspaper publishers from responsibility for the Blue Box Program but continues to require newspapers be collected in the Blue Box.

A PRO establishes contracts with a producer or group of producers. Effectively PROs assist producers to ensure they meet regulatory requirements. There are currently four PROs registered with RPRA regarding the Blue Box Program:

- Circular Materials (CMO)
- Ryse Solutions Ontario (Ryse)
- Resource Recovery Alliance
- Canadian Beverage Container Recycling Association

Representing over 66% of Blue Box material, Ryse and CMO, submitted their joint plan on July 1st identifying how they intend to implement, operate, and administer, the common collection system across the Province. This report identifies CMO as the common collection system administrator. As the collection system administrator, they intend to implement a cohesive provincial-wide system.

As administrator, CMO is seeking responses from all 365 Ontario municipalities and 28 First Nations operating Blue Box programs regarding their intent to enter into a contract with CMO for the transition period from May 1, 2024, to December 31, 2025. Soon, Stratford will need to decide whether to maintain existing services by providing services to producers for the transition period under negotiated terms or to decline and have CMO provide their own collection system for Stratford. Due to municipal elections the deciding point may fall under the period of restricted acts, between August 19, to November 14, 2022.

Analysis:

Circular Materials (CMO)

CMO has requested interested municipalities and First Nations communities to become Blue Box recycling service providers to CMO under the terms of a Master Service Agreement (MSA) from the municipality's transition date until the end of 2025, when all

transitions to producer responsibility are to be completed. Municipalities and First Nation communities that enter the agreement will continue to service single-family and current multi-family households, maintaining the same collection days and frequency of collection, same materials currently accepted and use of same set out containers. Municipalities may also continue to service current Industrial, Commercial, and Institutional (IC&I), locations at a cost to the municipality and operation of existing drop-off depots.

CMO is pressing for commitments so that they can maximize the time they have to transition and arrange necessary collection contracts. Staff have already provided Stratford's collection details as part of developing a future contract. It is expected that if the City provides collection services for CMO that this agreement will be required to be entered into in the Fall of 2022.

If the City were not to provide services under the existing waste collections contract with Canada Waste Management, early termination costs could apply. The Contract stipulates early termination of the Contract based on amendments legislation could come at an estimated costs of \$490,000 including HST.

Key aspects of CMO's MSAs and SoWs for the transition period

The Master Service Agreement (MSA) contains overarching terms and conditions that apply to each of the Statements of Work (SoW). There are separate SoWs for each area of business that a municipality may choose to enter with CMO. Current versions of the documents specify services to include:

- Curbside recycling collection – Municipalities may provide service directly or subcontract the actual collection service. Municipalities are directly responsible for the service standards, specifications, and service level credits contained in the MSA and SoW, even if a contractor provides service under an existing waste collection agreement.
- Depot collection service – This includes operation of the depot. The City would be responsible for monitoring, and segregation of eligible (residential) and ineligible (IC&I) sources.
- Promotion and education (P&E) – This includes assisting CMO in the design and development of P&E material, and incorporation of CMO's P&E materials in the City's communications.
- Public space collection services – This includes a set number of bins in public spaces.

For the most part, if the City proceeds with CMO for the transition period, May 1, 2024, to December 31, 2025, services will remain relatively unchanged. O. Reg 391/21 does not require collection at: industrial or commercial properties, business improvement areas (BIAs), commercial farms, places of worship, weekend campgrounds, commercial properties along residential routes, public facing areas of municipal buildings or facilities (e.g., libraries, arenas), and not-for-profit organizations. Even though the City would be

paying for additional services for locations above that currently receive service, the City's net financial contribution to the transitional Blue Box Program is anticipated to be much less than what it is currently.

CMO's intentions for 2026 (post-transition)

All PROs still have many details to work out for collection services post-2026. CMO has indicated, if a municipality's curbside collection contract extends into or beyond 2026, the municipality could continue to deliver collection services until the contract expires. The main stipulation being that the municipality must execute a subsequent MSA and SoW that will be used to contract for services after January 1, 2026, as part of CMO's collection request for proposal. This document is not available yet. The City is currently in contract with Canadian Waste Management to collect and transport Blue Box materials until November 30th, 2026. If the City were to break the Contract early, on January 1st, 2026, the estimated cost would be \$200,000 including HST.

Post-2026, CMO anticipates that if a municipality decides to be involved, it would be largely limited to a contract administrative role; one that would be built into the CMO's awarded collection contract. An agreement would have to be made between the City and CMO and the stipulations of entering into a MSA and SoW would also apply.

If a municipality does not desire to participate beyond the end of 2025, CMO has indicated it will procure recycling collection services directly with waste collection companies to service broader catchment areas with a variety of other potential changes (days/frequency of service, single/dual stream collection, etc.). No further details on this have been provided yet. CMO has also suggested that municipalities time their garbage and organics collection RFPs to coincide with CMO's timing to allow respondents to submit proposals in parallel for each RFP.

CMO has also suggested that municipalities could continue to operate their existing depots beyond December 31, 2025. Prior to that date, a depot-by-depot assessment will be completed on which they will base decisions about which depots CMO will support in 2026. CMO noted that the number and location of depots will likely be reduced in 2026. They have also indicated effective 2026, Blue Box material dropped off at depots would be segregated by eligible (e.g. residential) and ineligible (e.g. non-residential) sources.

Summary

While alternatives are available, maintaining existing services and corresponding collection contracts as proposed through CMO's transition plan will minimize disruption to Stratford residents, who will be experiencing the full transition to a new system in 2026. It would also ensure costs for early contract termination are avoided. The costs to maintain services considered ineligible, mainly commercial, and industrial, are estimated at \$65,000 for the transition period of May 1, 2024, to December 31, 2025. This is relatively low as these sources only represent a small fraction (~8%) of the

overall collected material. Though the specific details remain to be finalized, it is anticipated that funding from CMO will cover the remaining collection services costs.

Due to the potentially tight timelines for entering into a contract with CMO and to ensure the City can still enter into the necessary multi-year contractual agreements during a period of restricted acts, staff are requesting delegated authorization to negotiate and execute such agreements.

As this legislative change is still being developed, staff will communicate any necessary updates as information is received.

Financial Implications:

Financial impact to current year operating budget:

No impact anticipated to the current year operating budget.

Financial impact on future year operating budget:

Starting in 2024, the City anticipates a significant reduction in recycling services' operating costs. If the City enters into an agreement to maintain existing services, CMO would fund most recycling services. The Blue Box Program currently costs about \$638,600 net cost to operate. The 2022 budget outlines an expense of \$542,000 for bi-weekly collection and \$438,600 for processing. Revenue in the budget includes \$306,000 from the Province for collection services and \$36,000 in revenue from the sale of recyclable material.

Proceeding with CMO and maintaining current recycling service programs in place starting from May 1, 2024, up until the end of 2025 is anticipated to be a net expense to the City to the amount of \$65,000. This is much less than the estimated \$638,600 currently incurred for 2022 and avoids the contractual penalty of up to \$490,000 including HST for early termination of the City's waste collection contract. Post-2026, there will still be a significant reduction in recycling services operating costs, however, it will be dependent on the still-to-be established post-transition service levels.

Link to asset management plan and strategy:

A reduction in municipal equipment and facility assets may occur starting 2026, if the recycling depot and services are discontinued. This has the effect of reducing pressure on the municipal asset replacement plan as well as the reduction in operating costs noted above.

Legal considerations:

The City's solicitor will review any CMO transition contracts.

Alignment with Strategic Priorities:

Developing our Resources

Optimizing Stratford's physical assets and digital resources. Planning a sustainable future for Stratford's resources and environment.

Widening our Economic Opportunities

Strengthening Stratford's economy by developing, attracting and retaining a diversity of businesses and talent.

Alignment with One Planet Principles:

Material and Products

Using materials from sustainable sources and promoting products which help people reduce consumption.

Zero Waste

Reducing consumption, reusing, and recycling to achieve zero waste and zero pollution.

Staff Recommendation: THAT the Chief Administrative Officer be authorized to negotiate and enter into a contractual agreement for Blue Box Services with Circular Materials Ontario for the Transition Period of May 1, 2024, to December 31, 2025.

Prepared by:

Adam Ryan, Manager of Public Works

Recommended by:

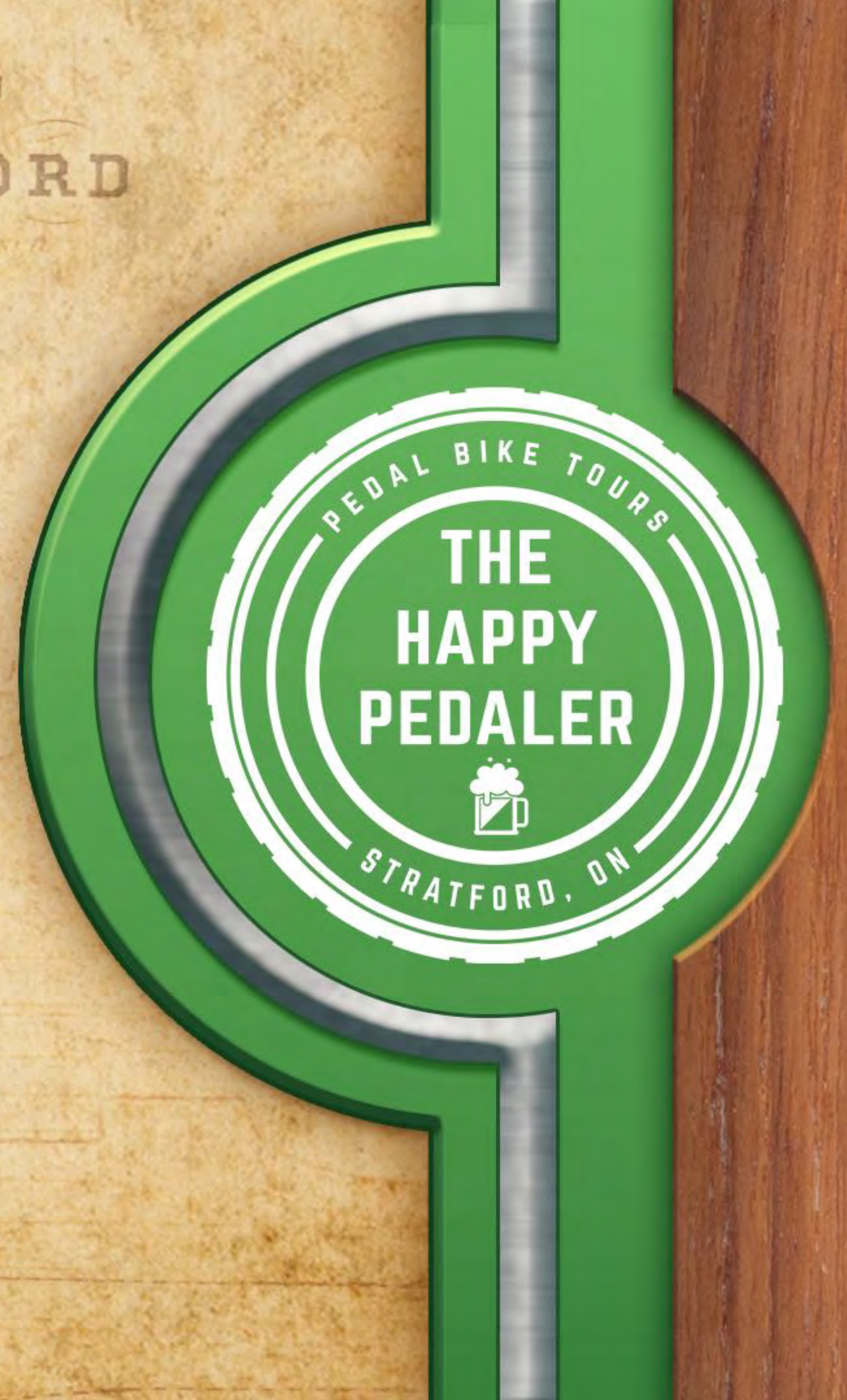
Taylor Crinklaw, Director of Infrastructure and Development Services

Karmen Krueger, CPA, CA, Acting Chief Administrative Officer

THE TOWN
OF
STRATFORD
SCALE IN CHAINS 1 INCH = 1 MILE

BUSINESS PLAN

March 31, 2023





OVERVIEW

The **Happy Pedaler** is a **Stratford** based tour company founded by local residents, Melanie and Jason, that take its patrons on a **fun-filled exploration** of downtown Stratford - featuring local **watering holes** and **historical sites** via **pedal bike** propelled by old fashioned leg power.

Our objective is to expand the business by offering a **variety of tour types** to consistently increase revenue with added tour routes and time slots - showing off the town of Stratford in a **fun and active way**.





TARGET MARKET

Locals and visitors to Stratford that are aged **19+** (for pub crawls) or **6+** for family-themed tours.

Depending on the tour, the experience is targeted to a **variety or interests** including: Historical, wellness, artisanal, culinary, creative, artistic, literal, musical and paranormal.





THE EXPERIENCE

THE TOWN
OF
STRATFORD

1. Participants book a 3 hour slot(s) and sign waivers online at: www.thehappypedaler.com.
2. Everyone meets at a pre-determined location to board the party bike at their scheduled time.
3. Participants propel the bike as a group using bicycle-style pedals. The host provides 'local knowledge during the tour while everyone enjoys a tour specific selection of music.
4. The tour consists of 3 pre-determined stops that last 30 minutes. Each location will have a selection of products/experiences that are pre-arranged and shared with the group when they arrive.
5. The group then rides the bike back to the meeting spot to end the tour.





THE PARTY BIKE

of Rider Seats: 15
of Pedal Seats: 10
Max. # of Passengers: 17

Weight: 2500 Lbs.
Dimensions: 16.5' (L) x 8' (W) x 9.5' (H)




Power: Human and/or Electric motor
Brakes: Hydraulic Disc Brakes (Front & Back)
Wheels: Alluminum - 15" - American Racing Tires GTR Maxtour 195/60R15C
Stereo: Bluetooth / USB / SiriusXM / Pandora / Spotify / 13-Band EQ / Remote App
Speakers: 4 - 6.5" 3-way full-range - Rated at 360 watts Total
Seats: Suspension Sprint Bike Saddle w/Gel Padding and Wood Seat Back
Lighting: LED
Device Charging: 4 - USB Ports on Bar Table Top
Safety: Steel Bar - Both Sides
Step Up Base: Aluminum Checker Plate
Storage: Dual Overhead
Roof Type: Corrugated/Smoke Transparent -Poly Resin
Back Bench: 3 Seater - Wood w/ Steel Side Rails.

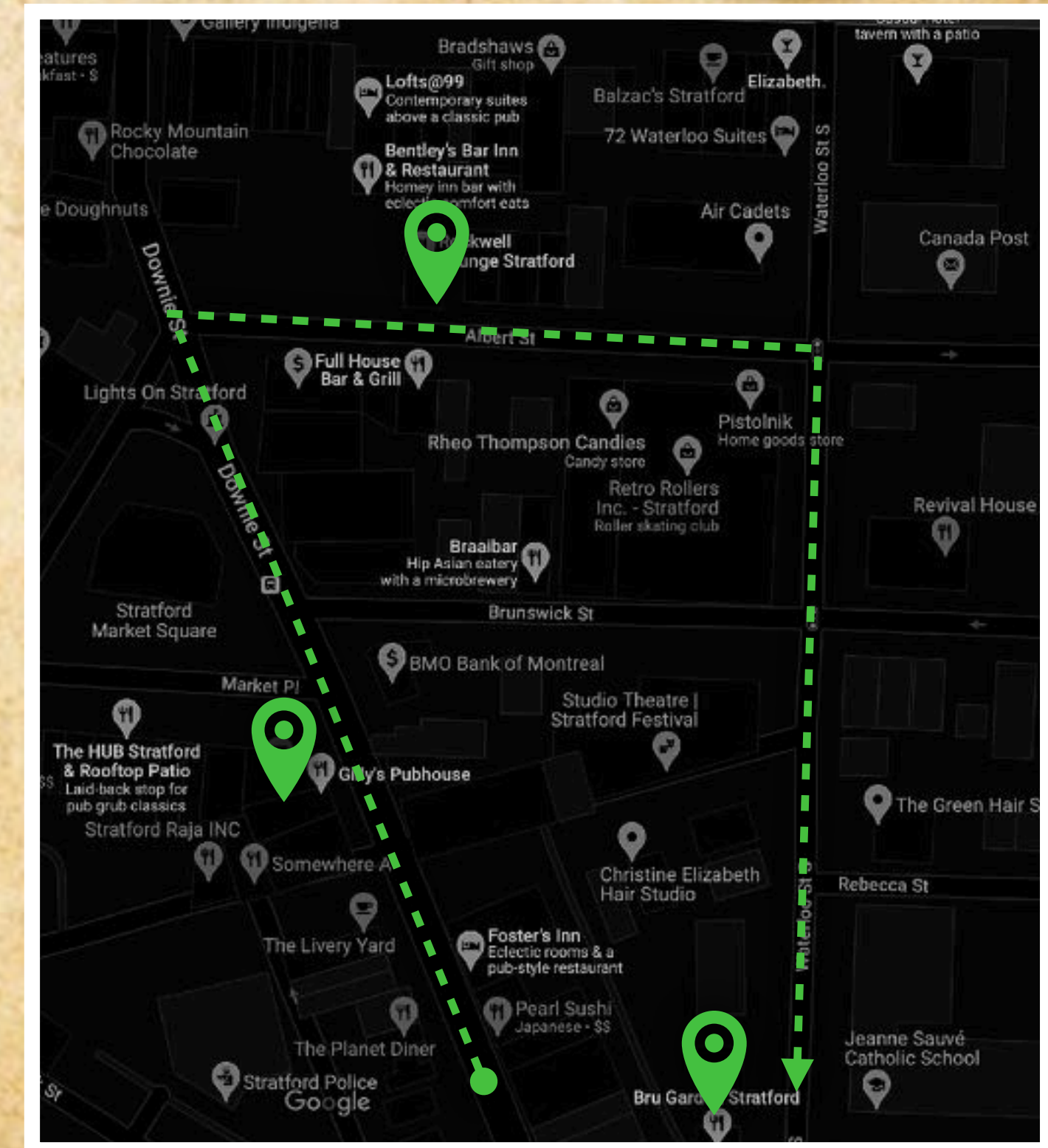




TOUR: PUB CRAWL

Duration: 3 hours




-  Once everyone is accounted for the tour will commence along Downie St. towards The Market Square stopping at a pre-determined pub (**The Hub/Heritage Hops/Black Swan/Gillys**). Passengers disembark and enjoy beverages within the establishment (30 min.).
-  Next they travel back up Downie St. and across Albert St. for a stop at the beloved **Bentleys**.
-  After 30 mins passengers will board again and travel down Ontario to Waterloo and for a final stop at **Bru Garden**. Passengers then board the bike once again to their initial meeting spot.





TOUR: COFFEE CRAWL

Duration: 3 hours

-  Start off at the Boar's Head parking lot and head down Waterloo St., across Albert and down Downie St. To **The Livery Yard**.
-  After a 30 minute coffee stop, its back on the bike heading back up Downie and across Market Pl. to Revel for another cup of Joe.
-  Finally, its across Market, up Wellington St., across Albert and back up Waterloo St. to **Balzac's Stratford** for the final stop.





DAILY OPERATIONS

THE TOWN
OF
STRATFORD

- Tours will be scheduled in two time slots, four days a week consisting of 11am-2pm and 3pm-6pm, Thursday-Sunday.
- Season begins as the weather accommodates, typically May 1- October 1.
- Owners will transport bike to designated meeting spot 30 mins prior to departure.
- The bike will be securely housed at the owners property in Stratford.



THE TEAM

The Happy Pedaler is owned and operated by a husband & wife team who live in and love Stratford.

Melanie Hepburn

Melanie has owned and operated a successful hair design business for over 20 years. She's also a devoted mother of three children and a fitness enthusiast.

Jason Azevedo

Jason is the founder and president of a fully immersive tabletop gaming production company called RealmSmith. Engaging his community with unadulterated tabletop fun and adventure. He also has 10+ years of experience in the restaurant industry and 20+ years of graphic design and marketing experience.

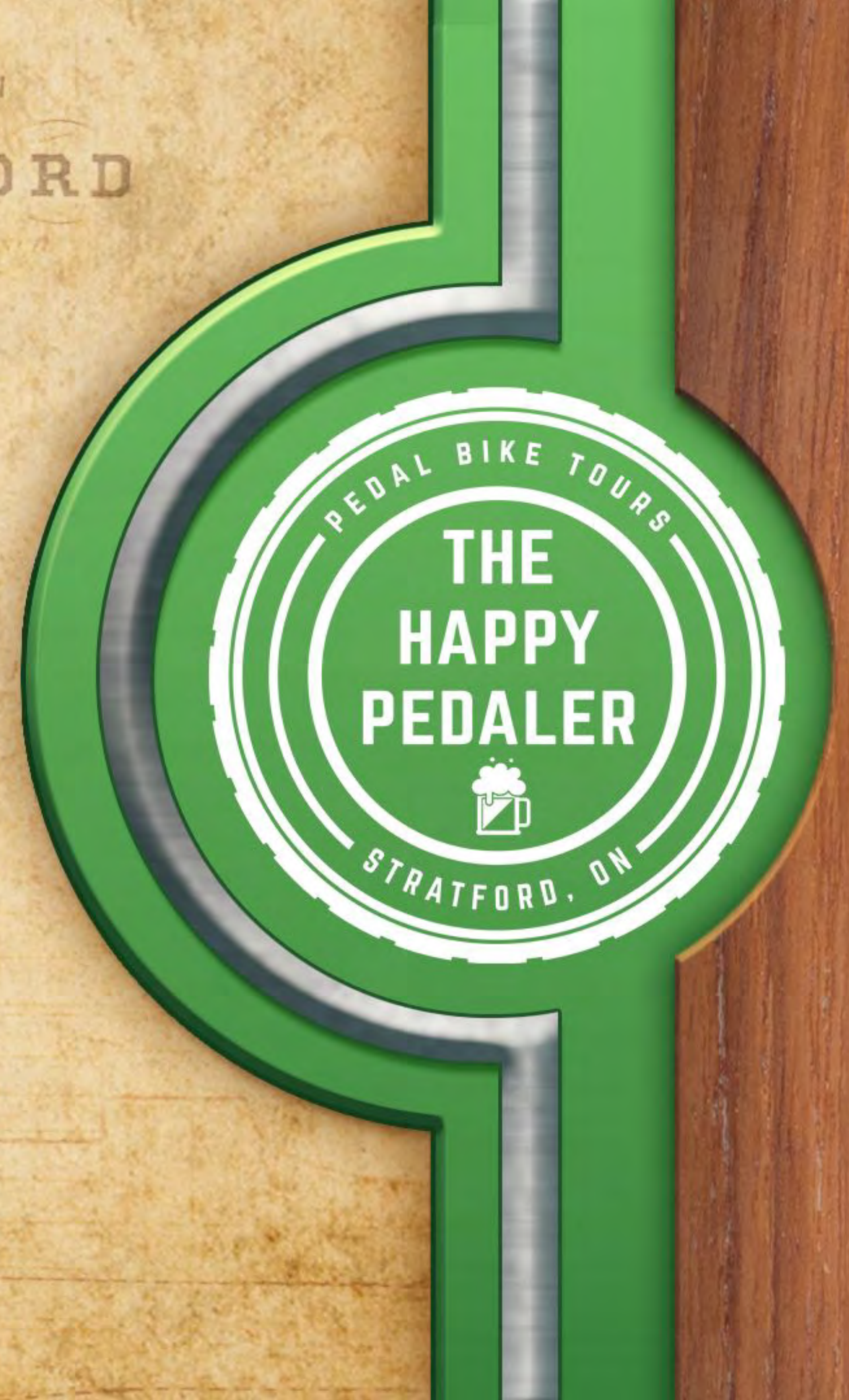


THE TOWN
OF
STRATFORD

SCALE IN CHAINS 1 INCH = 1 MILE

THANK YOU!

For further questions: thehappypedaler@gmail.com



Infrastructure, Transportation and Safety Sub-Committee
IDS Update Regarding Capital Projects, Engineering and Operations
May 2023

Capital Projects - 2022

Studies

- Transportation Master Plan Update
 - RFP for consultant services awarded to IBI Group, new Transportation Master Plan to be updated to include the Bike and Pedestrian Master Plan
 - Round 2 Engagement summary, Phase 1 Needs and Opportunities, and Phase 2 Alternative Solutions reports available on the Engage website
 - Draft Final report being reviewed, council presentation to be scheduled in June/July
- Storm Model and Master Plan Update
 - RFP for consultant services being prepared
 - Update to existing storm model and consolidation of all existing storm master plans and EA reports, Climate change adaptation to be included
- Sanitary Master Plan Update
 - RFP for consultant services awarded to Civica, work ongoing
 - New sanitary model to be used to update existing sanitary master plan and incorporate all lands annexed since 2004
 - Flow monitors installed, data gathering ongoing
 - First open house scheduled for June
- Various RFPs being prepared
 - Consulting services for Downie/Lorne intersection design
 - T.J. Dolan retaining wall replacement
 - Perth Line 36 culvert replacement

Reconstruction Projects

- Online Updates
 - Engage Stratford website being used to keep up-to date progress of ongoing projects and reconstruction jobs on the City's website
- Queen Street Storm Sewer
 - Tender awarded to Birnam Excavating Ltd.
 - Construction complete, final topcoat paving required
- Huron Street Reconstruction, Phase 1
 - Connecting Link funded project, Design and Contract Admin awarded to IBI Group
 - New watermain, sanitary sewer, storm sewer, roadway
 - Tender awarded to Steve Smith Construction
 - Topcoat paving, boulevard and sidewalk restoration, and final traffic control infrastructure ongoing

- Sidewalk projects 2022
 - Tender awarded to Nicholson Concrete Martin Street, John Street from north of Cambria to Centre, Cambria Street from John to St. Vincent are installed. Walnut Street to be complete by the end of May. Minor restoration ongoing.
- Argyle Street and McKenzie Street Reconstruction 2022
 - Full reconstruction with new watermain, sanitary and storm sewers
 - Tender awarded to Elgin Construction, construction complete

Capital Projects – 2023

- Albert Street Reconstruction – Waterloo to Front Street
 - Full reconstruction with new watermain, sanitary and storm sewers
 - Design includes implementation of 'bicycle boulevard' and traffic calming measures in accordance with new Transportation Master Plan recommendations
 - Tender closed May 8, awarded to Birnam Excavation, project startup early June
- Asphalt Resurfacing 2023
 - Connecting Link funding application successful - Ontario Street from Queen to Waterloo and Erie Street from south of Ontario to West Gore. Funding spread over two years.
 - John Street from Huron to West Gore plus Ontario Street tender scheduled to close May 24. Additional sections of John Street to be added if budget allows.
 - Erie Street work to be tendered in 2024
- Ontario Street Watermain Replacement – Parkview to Queen
 - Replacement of undersized watermain
 - Tender awarded to Steve Smith Construction, Construction ongoing
- Dunn's Bridge Rehabilitation
 - Design of deck rehabilitation for Dunn's Bridge awarded to B.M. Ross
 - Tender awarded to Finnbilt General Contracting Limited, construction scheduled to begin in June
- Erie Street Watermain Relining
 - Erie Street from Cambria to Monteith
 - Tender closed March 21, report to council on June 12
- Concrete and Asphalt Restoration
 - New multi-year tender to replace damaged concrete sidewalk, curbs and asphalt road cuts, including restoration works.
 - Tender awarded to Nicholson Concrete, work ongoing
- Portia Watermain Extension
 - Dead end watermain providing poor water quality to residents, to be extended to Devon Street for proper looping to improve water quality
 - Tender awarded to Birnam Excavating Ltd., construction complete, minor restoration ongoing

- Sidewalk Projects 2023
 - Design for portions of McCarthy Road West, McCarthy Road East at Mornington, O'Loane between Brown and Thomas, other locations
 - Tender scheduled for end of July
- Waldies Lane Reconstruction
 - Design options and constructability issues being evaluated
- Pedestrian Crossing Improvements
 - Downie Street at Bruce Street, Romeo at McCarthy Road East, various other locations being evaluated
 - Design ongoing, tender scheduled for July
- Lorne Avenue Trunk Sewer Assessment
 - Background information being compiled, preparing tender

Divisional Updates

Engineering Division Works

- Review of development engineering plans and reports for various proposed subdivisions
- Review of formal Consultations, Site plan applications, zone change applications, and various other planning matters
- Inspection services for subdivision construction ongoing
- Municipal consents ongoing, for the review and approval of utility infrastructure installation within the City's right-of-way
- Supporting Corporate special projects, Grand Trunk Community Hub servicing, attainable housing, industrial land development committee
- Advisory Staff representations provided for Accessibility, Active Transportation, and Energy and Environment
- Compiling data for asset management project
- Survey and design ongoing for 2023 and future projects

Operations Update: Water

- Watermain breaks so far in 2023 = 9
- Summer Student has started with the water dept. – assisting with the valve PM program
- Our Electrician/Scada Technician has resigned from the City after 14 years. We are holding interviews for his replacement next week (May 24th)

Operations Update: Wastewater

- Our new Supervisor of Environmental Services started on May 15th, 2023. He will be overseeing the wastewater collection and stormwater management departments.

- We have 3 HSA excavations lined up for the next few weeks
- There are a few ongoing sewer investigations ongoing that will likely result in additional excavations

Operations Update: Water Pollution Control Plant

- The WPCP OCWA manager position is currently vacant and it will hopefully be filled in the next month
- Renee Hornick is acting as the plant Overall Responsible Operator for the time being

Operations Update: Stormwater

- New OM Manual draft is completed which includes an entirely new inspection program for stormwater management
- Staff are starting to build the digital inspection database and forms that will be used moving forward
- Reaching out to consultants to complete a needs assessment report for the stormwater management ponds within the City

Operations Update: Public Works

- Our first HHW event took place on May 13 at the Rec Complex. It was another successful event with 650 vehicles attending
- Concrete crushing was completed at the Landfill
- The department continues to work on our Blue Box Transition with CMO
- Brush grinding RFQ will be closing soon. Brush grinding provides residents and other City departments wood chips for gardens and pathways. It is also used for cover in the winter months at the Landfill site
- The asphalt plant is now open. Hot mix overlays have begun on City streets
- Storm Sewer preventative maintenance flushing and catch basin, manhole rebuilding are underway
- The catch basin cleaning program is now completed for 2023 with our contractor clearing over 3000 basins across the City
- Advantage Data Collection was once again the successful bidder for retro-reflectivity and sign inspection for the City of Stratford. Inspections will begin in the coming weeks
- Annual sidewalk inspections will begin shortly with the assistance of the engineering students
- Street sweeping continues with one full round of the City expected to be completed next week
- Updates are being planned for the Landfill methane burner system. The updates will move us closer to connecting the flare unit to our SCADA system which will allow for easier reporting to the MOE
- National Public Works Week is May 21-27

Climate Change Internal Working Group

- the **Green Recognition Program** for 2022-2023 is complete.
- **Earth Day** event – tree planting - to take place on April 22nd at TJ Dolan Natural Area, weather permitting. City is partnering with Earth Day Canada (as a part of Mobilizing Municipalities Campaign) and UTRCA. Public communication ongoing.
- **Corporate Emissions Plan** in development, along with relevant KPIs to monitor/manage corporate GHG emissions on an annual basis- developed with input from CCWG; will seek feedback from staff/CMT/CLT next. Will request a workshop with Council when it is in final stages of development to provide information on where we are in terms of corporate emissions.
- **Community Emissions Plan** - public engagement (in-person and online) ongoing; online feedback can be provided at EngageStratford and in -person at the Earth Day Street Party, youth engagement at school, other in-person events will be planned for May.

Attainable Housing – Special Project

- investStratford leading project in partnership with the City. Implementation of Key Action Items from the “A Road Map for Attainable Market Housing Development” as received and approved by Council in June, 2021
- At the May 8th meeting of Council the Attainable Market Housing Final report was presented and received. Council provided direction that the City Corporate Leadership Team and investStratford continue the work and bring back recommendations with regards to the next steps. They also added that an environmental approach be applied to the attainable housing initiatives being presented to Council in the future.
- While this concludes the formal recommendation and report portion of the project the internal project team will reconvene during the spring/early summer to prioritize the next steps and set goals and timelines.
- Internal working group members: Chief Administrative Officer, Director of Social Services, Manager of Housing, Director of Finance and Corporate Services, Director of Infrastructure and Development Services, Manager of Planning, Chief Building Official, Corporate Communications Lead, CEO of investStratford, Managing Director of investStratford

Accessibility Advisory Committee Meeting Minutes
April 4, 2023



Accessibility Advisory Committee (AAC)

MINUTES

A meeting of the Stratford Accessibility Advisory Committee (AAC) was held on Tuesday, April 4, 2023 at 11:30 a.m., at the University of Waterloo – Stratford Campus, Room 1004.

Committee Members Present: Roger Koert – Chair Presiding, Councillor Bonnie Henderson, Andy Mark, Peter Zein, Jamie Pritchard, Geoff Krauter

Staff Present: Dan Sykes – Development Coordinator, Gabby Rodriguez – Accessibility, Diversity & Inclusion Coordinator, Casey Riehl – Recording Secretary

Also Present: Ken Wood

Regrets: Heather Contois, Diane Sims

1. Call to Order

Roger Koert – Chair presiding, called the AAC meeting to order at 11:34 a.m.

2. Declaration of Pecuniary Interest and the General Nature Thereof

None declared.

3. Delegate: Mark Hackett, Community Facilities Manager – Accessible Parking Spots at Gallery Stratford

The Manager of Community Facilities reviewed the proposed location for two accessible parking spaces at the Gallery Stratford. Staff is proposing that both parking spots be located behind the Gallery, adjacent to the accessible entrance at the rear of the facility. Mr. Hackett confirmed that this entrance is always open during Gallery hours. This parking area is currently used for staff parking, which would be relocated. Patrons who park in the back lot can access the front entrance, which is also accessible, by exiting the laneway and taking the sidewalk around to the front. Mr. Hackett will confirm that there is a curb cut at the start of the sidewalk at the laneway.

Jamie Pritchard noted that the back parking lot is often closed during the summer for outdoor performances held at the back of the Gallery. The Manager advised he would

Accessibility Advisory Committee Meeting Minutes
April 4, 2023

inquire with the Gallery regarding this concern. Roger Koert inquired if alternatively, two accessible parking spots could be added to the main parking lot (located beside the Gallery). Mr. Hackett stated that this could also be an option. Peter Zein stated that perhaps one could be located at the rear of the building and the other in the main lot at the side.

The Manager advised he would discuss the option of one parking spot being installed at the rear and one in the side lot with Gallery Stratford staff and report back to the AAC.

4. Adoption of the Previous Minutes – March 7, 2023

Motion by Andy Mark

Seconded by Jamie Pritchard

THAT the minutes from the Accessibility Advisory Committee meeting dated March 7, 2023, be adopted as printed. Carried

5. Infrastructure & Development Services Update – Dan Sykes

Dan Sykes, Development Coordinator, provided the following update:

2022 City Projects Carried Over

1. Huron Street Reconstruction – Huron Street Bridge to John Street
 - Phase 1 complete and traffic signal work ongoing;
 - John Street requires minor restoration in the spring.

2023 City Projects

1. Albert Street Reconstruction (Phase 1) – Waterloo Street to Front Street
 - Full road reconstruction, sanitary, storm and watermain replacement (total length = 520 m). Enbridge is currently doing their work ahead of the City's work. This project is estimated to be complete later this fall.
2. Ontario Street Watermain Replacement – Queen Street to Parkview Drive
3. Watermain replacement and road resurfacing (total length = 250 m). Portia Boulevard – Watermain Extension
 - Birnham Construction (contractor) to begin in the Spring;
 - There will be a directionally drilled watermain (total length = 60 m).
4. Erie Street Watermain Relining – Cambria Street to Monteith Avenue
 - This project is not proceeding in 2023 due to budget.
5. Waldies Lane Reconstruction – Wellington Street to Dead End
 - Full road reconstruction, sanitary, storm and watermain replacement (total length = 100 m). Currently in the design stage.

Accessibility Advisory Committee Meeting Minutes
April 4, 2023

6. Annual Asphalt Resurfacing – various locations
 - Ontario Street – Waterloo Street to Parkview Drive (total length = 1,050 m).
 - This project is pending receipt of funding from the Ministry of Transportation Ontario.
7. Missing sidewalk sections to be completed in 2023:
 - Martin Street (East side) – Delamere Avenue to William Street;
 - John Street South (East side) – Centre Street to Cambria Street;
 - Cambria Street (South side) – John Street South to St. Vincent Street South;
 - Walnut Street (South side) – Railway Avenue to Dufferin Street.

The AAC's sidewalk and curb cut budget line requested for 2023 with the Engineering Division is \$50,000.00. Nicholson Concrete secured the contract for 2023 and will be completing the sidewalk and curb cut projects for the City.

The missing link of sidewalk at Lorne Avenue and Queensland Drive will be required to be expropriated if it is going to get connected. This stretch is on private property and the owner is not willing to permit a sidewalk to be installed.

The McCarthy Road bus stop (across from McCarthy Place) has been noted on the Transportation Master Plan as a preferred location. A study will need to be conducted by the consultant to review the curved lineage of the road and where the best location would be for the crossing and bus stop. The design and the project may be completed in 2023.

Staff is investigating a sidewalk extension on McCarthy Road from the west limits past the Rotary Complex which would extend to Greenwood Drive on the North side.

Staff is reviewing the Albert Street and Waterloo Street crossings to update the signals during the reconstruction project. They are also investigating other locations in the downtown core as the initial ones to complete. There is currently \$40,000.00 included in the 2023 budget for Engineering to update crossing signals to be AODA compliant.

The Development Coordinator updated the Committee that the recent quotes received for the railing and the concrete work for the Veteran's Drive project has come in at approximately \$18,000.00. Which is nearly double the original quote. Staff will proceed with the project, however, are seeking approval from the AAC if they would like to spend this higher amount out of the Engineering accessibility budget. Members noted this improvement is necessary, as the new accessible washrooms are not located down at the boathouse. Staff will assess the curb cut and the sidewalk adjacent from the entrance to Memorial Garden to insure it is in good condition. Roger Koert inquired if the Development Coordinator could investigate possibly matching the new railing to the other ones located in the area.

Accessibility Advisory Committee Meeting Minutes
April 4, 2023

Motion by Andy Mark
Seconded by Peter Zein

THAT the Accessibility Advisory Committee spends up to a maximum of \$18,000.00 for sidewalk and curb cut repairs, railing installation and any other necessary repairs required for the sidewalk repairs on Veteran's Drive along Memorial Garden. Carried

The Development Coordinator advised he would contact the Manager of Parks, Forestry & Cemetery regarding updated quotes to improve the pathway on the east side (along the building) leading into Memorial Gardens.

Ken Wood addressed the Committee regarding the necessity for repairs along Britannia Street where driveways meet the road. The angles are very steep, which requires you to go onto private property or onto the roadway. It is difficult for electric wheelchairs and scooters to navigate the area safely. The Development Coordinator stated that it is difficult to keep the sides even when the elevations of the road are different from side to side. New subdivisions do not face this issue, but existing streets are constantly faced with grading and elevation issues. As infrastructure is upgraded, the elevation of streets and sidewalks are addressed. Geoff Krauter inquired if the City has investigated grants for these types of issues. The Development Coordinator stated that staff is constantly reviewing all grant options for projects.

6. Site Plan Review Sub-Committee Feedback Reports – Dan Sykes

The Development Coordinator advised he would seek clarification on the site plan review process and who should be included in the reviews, including the Accessibility, Diversity & Inclusion Coordinator.

Dan Sykes, Development Coordinator, left the meeting at 12:30 p.m.

7. Transit

None noted.

8. Parking

None noted.

9. Report from Council on Accessibility Issues – Councillor Henderson

None noted.

10. Business Arising from Previous Minutes

10.1 Launch of FADM – Tatiana Dafoe, Clerk

Roger Koert reported that the Clerk has not received any feedback from AAC members regarding next steps for promoting the FADM. Mr. Koert suggested creating a summary of promotional material that can be shared with local

Accessibility Advisory Committee Meeting Minutes
April 4, 2023

developers and presented to SABA. Peter Zein inquired if someone could be hired to review the FADM and convert it to an accessible format so that it can be posted on the website. The Accessibility, Diversity & Inclusion Coordinator advised she is working towards making the website accessible. Making the current FADM document accessible will be a costly undertaking. She has suggested that working with the Corporate Communications Lead to promote the manual and offer workshops. She will inquire with associates to see if there is anyone who can provide advice on any options to make the manual accessible to post on the website. Councillor Henderson suggested adding making the FADM accessible to the 2024 budget. Information on the FADM is posted on the City's website, specifically that copies can be obtained by e-mail or hard copies distributed to anyone who requests one.

Geoff Krauter, Peter Zein, and Councillor Henderson volunteered to work with the Accessibility, Diversity & Inclusion Coordinator to create a document to highlight sections in the FADM, such as entranceways, bathrooms. Mr. Zein would also like to highlight new housing developments.

10.2 Accessible Housing/Tax Deferral Program

As stated in the memo that was attached to the agenda, the Accessible Housing Tax Deferral program is not being developed separately from the Community Improvement Plan (CIP) project. Once implemented, a CIP allows municipalities to provide tax assistance, grants or loans to assist in implementing the policy initiatives.

10.3 Update on Annual Accessibility Award Presentation – Roger Koert

Roger Koert reported that he and Diane Sims presented Rob Russell with the annual accessibility award for MacLeod's Scottish Shop. The following day, they visited the shop for a press opportunity.

10.4 AAC Presentation to Council (May 23, 2023) – Roger Koert, Peter Zein, Geoff Krauter, Andy Mark, Diane Sims

Roger Koert reported that Gabby Rodriguez, Accessibility, Diversity & Inclusion Coordinator, has put together a draft PowerPoint presentation and requested feedback from the volunteers working on the project. Mr. Koert suggested meeting after the May AAC meeting to review the details of the presentation prior to the May 23, 2023 Council meeting.

10.5 National AccessAbility Week (May 28 – June 3, 2023) – Roger Koert

Roger Koert reported that they have 18 businesses that they have begun building ramps for.

Accessibility Advisory Committee Meeting Minutes
April 4, 2023

11. New Business

11.1 Accessibility of Stratford's Outdoor Facilities – SERC/National Stadium

Councillor Bonnie Henderson reported that improvements to National Stadium are in the 2023 budget and they will be addressing accessibility issues. The AAC will have the opportunity to review the site plans once they are available.

Roger Koert suggested that the old stone dust track at SERC could be updated. As every student who attends secondary school in Stratford uses this track, it is time to update and provide an accessible track area for everyone. Students with disabilities who want to participate in track and field do not have a facility to prosper in the sport. The SERC area is a partnership between the two school boards and the City of Stratford, with the City owning the track area.

Councillor Henderson will send the previous reports completed for the sports facilities to AAC members.

12. Date of Next Meeting:

The next meeting of the AAC will be held on Tuesday, May 2, 2023 at 11:30 a.m. at the Stratford Rotary Complex – Mansbridge Room, 353 McCarthy Road W., Stratford.

13. Adjournment

Motion by Andy Mark

Seconded by Peter Zein

**THAT the April 4, 2023 Accessibility Advisory Committee meeting adjourn.
Carried**

Start Time: 11:34 A.M.

End Time: 1:06 P.M.



Active Transportation Advisory Committee

MINUTES

A meeting of the Active Transportation Advisory Committee (ATAC) was held on Wednesday, March 22, 2023 at 7:01 p.m.

Committee Members: David Daglish – Chair presiding, Councillor Burbach, Councillor Nijjar, Ian Morton, John Lewis, Felicity Sutcliffe – Energy & Environment Advisory Committee Representative, Pat Ranney – Cycle Stratford Representative

Staff: Vicky Trotter – Recording Secretary

Also Present: Adrienne Adas – HPPH, Ken Wood

Regrets: Tatiana Dafoe – Clerk, Nick Sheldon – Project Manager, Inspector Jason Clarke – Stratford Police Services

1. Call to Order

The Chair called the meeting to order at 7:01 p.m.

2. Declarations of Pecuniary Interest and The General Nature Thereof

None declared.

3. Adoption of Previous Minutes

Motion by Ian Morton

Seconded by Councillor Nijjar

THAT the minutes from the Active Transportation Advisory Committee meetings dated January 25, 2023 and February 23, 2023 be adopted as printed.

4. Business Arising from Previous Minutes

4.1 Bike Month Event

Adrienne Adas from Huron Perth Public Health (HPPH) reviewed the bike events from 2022 and noted a large kick-off event would be a good option. She noted

the event could take place on June 3, 2023, in Upper Queens Park. The road could be closed to allow for a loop track for bikes with the road to be opened in time to allow for the matinee performance at the Festival Theatre.

Pat Ranney stated Cycle Stratford will volunteer at the event and assist with activities. Cycle Stratford has suggested a bike maintenance and safety check, promotion of Cycle Stratford and a kid's area to decorate bike helmets.

Members discussed bike month ideas and highlights of the discussion included:

- creation of swag bags for participants or giveaways at each station;
- bike reflectors to be given out are stored at HPPH and Stratford Police Services;
- additional reflective arm bands could be purchased by HPPH;
- request Stratford Police Services to attend event to promote their bike recovery program and provide safety information;
- station to check that bike helmets are fitted properly can be provided;
- contacting local bike shops for donations of prizes;
- Special Event Application to be completed and submitted to the Event Coordinator;
- refreshments for participants to be provided;
- request for the use of the Hydration Station to be submitted;
- asking Cycle Stratford to conduct a family ride; and
- connecting with the Downtown Stratford Business Improvement Area (BIA) regarding Car Free Friday.

Ms. Ranney will confirm with Cycle Stratford that they are able to conduct the family ride and maintenance check station.

Councillor Burbach confirmed she will reach out to the local bike shops regarding participation. Councillor Burbach will also speak with Stratford Police Services regarding their participation and inquire if there are any bike reflectors at their location.

Ms. Adas confirmed she would complete and submit the special event application, requesting the event from 9:00 a.m. to 12:00 p.m. with road closures starting at 8:30 a.m.

Councillor Burbach stated she will connect with the Downtown Stratford BIA regarding Car Free Friday and with a local Tim Hortons regarding a donation of refreshments.

The Chair noted the previous HPPH representative has started a promotional calendar for bike month. Ms. Adas confirmed she has the calendar and will be working with Mike Mousley, Manager of Transit. Additionally, Mike Beitz, Corporate Communications Lead has the photos taken for the 2022 bike month promotions.

5. New Business

5.1 Climate Momentum Event

Felicity Sutcliffe stated Climate Momentum is hosting an event in Market Square from 11:30 a.m. to 2:00 p.m. on April 22, 2023, including a bike station. The organizers are promoting cycling to the event. She noted the bike valet will be requested for the event.

Councillor Burbach noted a poster to promote the bike month kick-off event could be placed at the event.

5.2 Missing Sidewalk Links

Councillor Burbach stated in previous years the ATAC has discussed infrastructure where sidewalks do not link to each other or do not exist. Once a list has been compiled, representatives from ATAC and the Accessibility Advisory Committee meet with City staff to discuss priority areas. David Daglish, Chair, stated a local Rotary member has been walking throughout the City noting missing sidewalks links and has compiled a list.

Councillor Burbach noted five sidewalk projects were delayed in the fall due to frost and are scheduled for completion in 2023. This includes Cambria Street at the hospital, Martin Street and John Street from Cambria Street to Centre Street.

The Chair stated he would pull the previous years lists and the item could be re-listed on the next agenda. It was noted the south end of the City should be specifically looked at.

Councillor Burbach stated Ken Wood reached out regarding curb cuts where the area is not level and asked Mr. Wood to speak. Mr. Wood noted he uses a scooter and there are many areas of concerns, for example, 126 Britannia Street where there is a driveway and the curb cut creates an angle in the sidewalk. He stated there is a person in his building that uses an electric wheelchair and they are confined to their apartment in the winter due to snow clearing. Concerns

were expressed related to snow clearing of sidewalks. Mr. Wood stated there needs to be a larger City budget for sidewalk improvements.

The Chair stated Devon Street is plowed properly, however, the side streets are completed at a later time. Additionally, the plow puts snow back onto the sidewalk. Mr. Wood stated the building sidewalk at his residence is cleared properly, however, the City sidewalk is not.

John Lewis noted there is a section on Ontario Street where the sidewalk drifts and he witnessed a person in an electric wheelchair struggling to get through the drift.

Mr. Wood noted more enforcement is required to ensure sidewalks are being cleared in residential areas.

The Chair noted he used Ping Street to advise of a trip hazard near his home on a Thursday and on Saturday the around was ground down. Mr. Wood noted the City has been fairly responsive to concerns placed through Ping Street.

Felicity Sutcliffe stated the Energy & Environment Carbon Reduction working group recently discussed concerns with sidewalk plows going too fast and being out working when not required. She questioned who should be contacted in this regard. Councillor Burbach noted snow removal is handled by the Public Works Department and it would be possible to request staff attend a future meeting to discuss the procedure for snow removal, sidewalks repairs, etc.

Mr. Wood stated he believes the City needs to create an education campaign on Ping Street. Councillor Burbach stated she will often report concerns for citizens and it will be completed the following day. Councillor Burbach noted a report form is available on the City's website.

Councillor Burbach stated a number of years ago the Committee discussed sewer covers and citizens can also take a picture to report sewer covers in need of repair.

Councillor Burbach requested missing links be added to the next agenda and asked Mr. Wood to forward his locations of concerns to her directly to be added to the list.

The Chair stated he will attempt to send the previous years lists of locations prior to the next meeting.

5.3 Bike Racks

John Lewis noted following the February meeting he confirmed there are no bike racks at City Hall, only one at 82 Erie Street, City Hall Annex and one at the

Rotary Complex. He stated there should be bike racks at the front and rear of City Hall. Councillor Burbach noted that the ATAC has previously reviewed the bike parking plan. David Daglish, Chair, noted post and rings were installed through the Downtown BIA.

A discussion took place regarding various locations in the downtown core where bike racks or rings are located. Mr. Lewis noted there are no bike racks at Festival Hydro. Councillor Burbach stated a review of bike racks could be added to a future agenda. Felicity Sutcliffe noted bike racks should be reviewed as a whole.

5.4 Ontario Bike Summit

Councillor Burbach stated the Ontario Bike Summit is hosting a weekend seminar in Hamilton. The seminar runs from April 30 to May 2 including a stand-alone event on Sunday, April 30. The cost is \$125.00 for the stand-alone event and \$500 for the entire seminar. If anyone is interested in attending they should advise.

6. Date of Next Meeting

The next meeting of the Active Transportation Advisory Committee will be held on Wednesday, April 25, 2023 at 7:00 p.m., in the Falstaff Room, City Hall Annex, 82 Erie Street, Stratford.

7. Adjournment

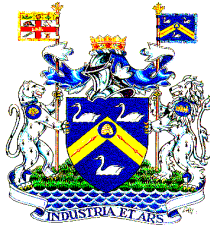
Motion by Councillor Burbach

Seconded by Councillor Nijjar

THAT the February 22, 2023 ATAC meeting adjourn. Carried

Start Time: 7:01 P.M.

End Time: 8:06 P.M.



Energy & Environment Advisory Committee

MINUTES

A meeting of the Energy & Environment Advisory Committee (E&E) was held on April 6, 2023 at 4:00 p.m., City Hall Annex – Falstaff Meeting Room, 82 Erie Street, Stratford.

Committee Members Present: Ian Morton – Chair Presiding, Craig Merkley, Ken Clarke, Councillor Larry McCabe, Vanni Azzano, Sharon Collingwood, Anita Jacobsen, Felicity Sutcliffe, Geoff Krauter, Councillor Jo-Dee Burbach

Staff Present: Emily Skelding - Waste Reduction Coordinator, Sadaf Ghalib – Climate Change Programs Manager, Casey Riehl – Recording Secretary

Also Present: Cathy Quinlan, Terrestrial Ecologist - UTRCA

1. Call to Order

Ian Morton, Chair, called the meeting to order at 4:00 p.m.

2. Declaration of Pecuniary Interest

None declared.

3. Delegate: Cathy Quinlan, Terrestrial Ecologist, UTRCA – 2022 Upper Thames River Watershed Report Cards

Cathy Quinlan, Terrestrial Ecologist from the Upper Thames River Conservation Authority (UTRCA) presented the 2022 Upper Thames River Watershed Report Cards. Information was provided on:

- surface water quality results;
- environmental indicators;
- groundwater information;
- watershed features;
- spills reported;
- great lakes connections;
- local actions for improvement;

Energy & Environment Advisory Committee
April 6, 2023

- highlights of progress since 2017;
- tree planting programs; and
- tips on how to turn information into action.

Ms. Quinlan noted that the Watershed Report Cards are all posted on the UTRCA website.

Anita Jacobson inquired if forest cover is affected by the emerald ash borer. Ms. Quinlan stated that when the emerald ash borer arrived 20 years ago, in some cases there was so much ash in a woodlot, it no longer qualified to be called a forest and was called a thicket with all the shrub growth. However, now, 20 years later, the plants have come back up and re-foliated and now are back to being called forests. These are temporary setbacks and the woodlots are not gone, they are just going through a change.

Geoff Krauter inquired if the UTRCA has any strategies or plans for municipalities that want to encourage more sustainable practices. Ms. Quinlan stated that municipalities have plans and processes, with Bill 23 they are still learning what the implications are surrounding it.

Ken Clarke inquired if the building of new houses affects the study of the land in terms of watersheds. It was questioned whether it remains a viable concept. Ms. Quinlan stated that, yes, it will remain an important concept, especially for flooding.

Sharon Collingwood inquired if the City of Stratford measures tree cover within the City boundary or if it includes a larger radius surrounding the City. Dr. Collingwood expressed concerns about heat domes and would like to know where she can find this information. Ms. Quinlan stated that the City will have a tree inventory for their urban canopy that would outline the specific area.

Ken Clarke inquired if the UTRCA has any studies on invasive species. Ms. Quinlan stated that they do studies on their own lands and around London. It is very time consuming and costly to eradicate invasive species, however they do their best to work away at them little by little. The UTRCA does not have funds to tackle projects such as giant hogweed removal, as it requires specialized equipment, etc.

Cathy Quinlan left the meeting at 4:40 p.m.

4. Adoption of Previous Minutes

Motion by Felicity Sutcliffe
Seconded by Geoff Krauter

THAT the minutes from the Energy & Environment Advisory Committee meeting dated March 2, 2023, be adopted as presented. Carried

5. Working Group Updates: Ecological, Carbon Reduction and I.C.I. Waste Reduction

Ecological

Craig Merkley provided the following updates on projects the ecological working group is focusing on:

- Members are researching outside sources that would assist in preparing an invasive species master plan for Stratford.
- The working group is preparing for the E&E booth at the upcoming Earth Day event on Saturday, April 22, 2023. They have some information the UTRCA has provided regarding invasive species.
- The working group would like to host a kids tour in the Old Grove. Having the kids walk around and learn about invasive species and if the timing is right, possibly assisting in removing some of the garlic mustard.
- They would also like to do an invasive species presentation to Council, possibly in June.
- There have been some requests to hold a walk-around with E&E members to tour around the river and lake. The working group will confirm arrangements.
- Some bioengineering and ongoing maintenance work has been completed by trimming the dogwood bushes around the lake.

I.C.I. Waste Reduction

- Sharon Collingwood has reached out online to local businesses with a survey. There has not been much response and she may look into printing a survey and delivering them to businesses. As the notice of collection is not posted on the survey, it will be taken down and Sharon Collingwood will work with the City Clerk to have the survey reviewed prior to distributing it to the public.
- The working group has been researching the “ugly food program” that runs in London as well as “flash food,” which is an app.
- The I.C.I. Waste Reduction working group had a table at the Home Show. Sharon Collingwood suggested a calendar to track upcoming events. Councillor Burbach suggested notifying staff of all upcoming events that can be added to a running list on the agenda each month.

Carbon Reduction

- Sharon Collingwood will share the Climate Caucus Councillors Handbook with E&E members as a resource.
- Geoff Krauter reported that the working group is looking for volunteers to review sections of the Official Plan to identify areas that could be updated for carbon reduction. Sharon Collingwood noted that on Engage Stratford there is a

process for the Official Plan and is interested to know how the E&E Committee fits into the process. Councillor McCabe stated that it is on an upcoming Council agenda and the process will be laid out, most likely including the E&E Committee and other stakeholders to provide input.

- There was discussion on how to more effectively communicate items that relate to carbon reduction.
- Sharon Collingwood received a letter from the United Way regarding the Quality of Life Report, which was forwarded to the Climate Change Programs Manager.
- Climate Momentum is requesting that City Council take a position on Bill 23. Ian Morton will keep the E&E Committee up to date.

6. Climate Change Programs Manager's Update – Sadaf Ghalib

Sadaf Ghalib, Climate Change Programs Manager, provided the following updates:

- Ms. Ghalib reported that there are events planned for Earth Day such as tree planting in the TJ Dolan Natural Area, with local businesses showing interest in participating this year. Staff has shared public communication about the event on different media channels. The City will be also participating in the Earth Day Street Party on Saturday, April 22nd. They will be seeking feedback on the upcoming Community Emissions Action Plan and identifying key priorities.
- The intent for the Community Emissions Action plan is to develop a strategy to proceed toward a collective goal. Staff will be kicking off online engagement in the upcoming weeks. Online participation would ideally take place over four weeks. Additional in-person engagements will also be planned to provide feedback. Ms. Ghalib encouraged all E&E members to provide their feedback either online or in-person.
- There have been a number of applications received for the Green Recognition Program in each category. The review committee has met to review the applications to prepare for a presentation at an upcoming Council meeting.

7. Update from Active Transportation Advisory Committee (ATAC) – Felicity Sutcliffe

Felicity Sutcliffe provided the following update:

- ATAC is organizing a bike event on Saturday, June 3rd as part of Bike Month. It will be held at Upper Queen's Park and will include a family bike ride. Stratford Police Services and Cycle Stratford will be participating. They are hoping to also hold a bike rodeo and are working on the Car-Free Fridays initiative again this year.
- ATAC is compiling a list of areas with issues related to sidewalks and would appreciate feedback from citizens with any areas they are concerned about. They would also like to invite Public Works to attend an upcoming meeting to discuss

the sidewalk snow clearing process and scheduling. You can access a form online under "Report an Issue" and submit any areas of concern to City staff.

- The bike valet will be at the Earth Day event in Market Square on April 22nd for anyone riding their bikes to use.
- ATAC is proposing a bike rack inventory. This way the Committee and staff will know where they are all located and can add bike racks in areas that could use one.

Ian Morton left the meeting at 5:19 p.m. The Vice-Chair, Sharon Collingwood, assumed the role of chair for the remainder of the meeting.

8. Business Arising from Previous Minutes

8.1 Green Recognition Program – Submissions and Recommendations from Review Sub-Committee – Sadaf Ghalib, Climate Change Programs Manager

The Climate Change Programs Manager reported that many applications were received and they were very pleased with the response to the program. Felicity Sutcliffe stated that they received 15 applications in total, with two of them being historical, and one was a double, therefore the sub-committee has 12 site visits. Members have visited 10 sites so far. The sub-committee was impressed with all the site visits, from small residential projects to large commercial locations.

All applicants will be recognized with certificates which will be handed out at the Earth Day Event in Market Square on April 22nd. A few of the applicants will be invited to the April 24th Council meeting to highlight the great efforts being taken. Ms. Sutcliffe briefly reviewed the submissions for members and the sub-committee will finalize the list of participants to be invited to the Council meeting, perhaps highlighting an applicant from each of the three categories. Ms. Sutcliffe will also draft summaries of each of the applicants to share in the media. The Climate Change Programs Manager will share the submissions with the E&E Committee for their information.

8.2 Community Emissions Action Plan – Action Items Identified for E&E Feedback – Sadaf Ghalib, Climate Change Programs Manager

The Climate Change Programs Manager reported that she has identified action items requiring feedback from E&E. The plan will focus on mitigation and adaptation strategies for the community. According to the 2017 baseline of emissions and the previous greenhouse reduction plan for the county, the largest emitters were identified as buildings (47%), transportation (39%) and waste (14%). These three areas will be the main focus of the action plan. Ms. Ghalib is seeking feedback from E&E members and if they have any ideas for consideration.

Anita Jacobsen suggested a possible incentive to convert from gas-powered or two-stroke engine garden equipment to electric equipment. Felicity Sutcliffe suggested that the Federal subsidy programs that are posted on the City's website could also be emphasized in the Action Plan.

8.3 City of London – Solar Panel Program (MyHEAT Solar) – Councillor Burbach

Councillor Burbach stated that this solar panel program would be an excellent addition to the Community Emissions Action Plan. Councillor Burbach has contacted the City of London for further information.

8.4 Large Green Bins for Community Events – Emily Skelding

Emily Skelding, Waste Reduction Coordinator, reported that the large green bins that the E&E Committee purchased last year to use for community events have arrived. They are currently being decalced with the City's logo.

9. New Business

9.1 City Wide Green Bin Program for the I.C.I. Sector – Emily Skelding, Waste Reduction Coordinator

Stratford has recently launched the green bin program for industrial, commercial, and institutional locations to participate in the organic's collections. She has received feedback from the contractor who picks up the bins that they can be very heavy and difficult to lift by hand to dump, as well she has heard from business owners that they require a large amount of the small green bins to accommodate the amount they are producing. She inquired if the E&E Committee would like to purchase a quantity of large green bins to offer to commercial businesses, such as restaurants, who have large quantities of organics. The larger bins would be able to be lifted and dumped mechanically into the truck. These bins would be approximately twice the size of the current green bins. Ms. Skelding will gather some cost estimates for discussion at the next E&E meeting.

10. Upcoming Events

- Earth Day Tree Planting Event at 10:00 a.m. (Lorne Avenue Park) - April 22, 2023
- Climate Momentum Earth Day Event (Market Square) – April 22, 2023
- Trashion Week Events (Factory 163) – April 23, 2023
- ATAC Bike Event (Upper Queen's Park) – June 3, 2023

11. Date of Next Meeting

The next meeting of the E&E Committee will be held on Thursday, May 4, 2023, at 4:00 p.m., Rotary Complex – Mansbridge Room, 353 McCarthy Road W., Stratford.

Energy & Environment Advisory Committee
April 6, 2023

12. Adjournment

Motion by Ken Clarke

Seconded by Vanni Azzano

THAT the April 6, 2023 Energy & Environment Advisory Committee meeting adjourn. Carried

Meeting Start Time: 4:00 P.M.

Meeting End Time: 6:04 P.M.